



STATE OF TEXAS FEDERAL SURPLUS

Account # _____

ADD / DELETE AUTHORIZED REPRESENTATIVES

- I. An "Authorized Representative" is a person authorized to sign for the release of property on your organization's behalf. An Authorized Representative must sign in the "Signature" provided space below to sign for the release of property.
- II. Persons listed below without a signature may visit our warehouses and will be included in email broadcasts from our office but will not be able to sign for the release of property.
- III. E-MAIL ADDRESSES PROVIDED MAY RECEIVE NOTICES ABOUT PROGRAM UPDATES, ACCOUNT STATUS, COMPLIANCE ACTIONS, AND AVAILABLE PROPERTY.
- IV. Valid driver's license or state issued photo ID may be required prior to entering state or federal facilities.

<u>Add</u>	<u>Delete</u>	<u>First & Last Name</u>	<u>Title</u>	<u>Telephone Number & Email Address</u>	<u>Authorized Representatives Signature</u>
✓		(example) John Doe	County Judge	(512) 123-4567 John.doe@gmail.com	<i>John Doe</i>

An Authorizing Official with executive authority to execute legal documents on behalf of the applicant organization must sign below. I hereby certify the information provided is correct and complete, and that I understand and agree to all terms and conditions.

NAME OF ORGANIZATION _____

PRINTED NAME OF AUTHORIZING OFFICIAL _____

TITLE _____

X

SIGNATURE OF AUTHORIZING OFFICIAL (e.g., Mayor, Exec. Director, Superintendent, Judge) _____

DATE _____

TELEPHONE _____

EMAIL _____

SEND FORM TO:
May be emailed or faxed. Original does
NOT need to be mailed.

TEXAS FACILITIES COMMISSION
FEDERAL SURPLUS PROPERTY PROGRAM
P.O.BOX 13047, AUSTIN, TX 78721
TEL: 512-962-4167 / FAX: 512-236-6173
federal.surplus@tfc.texas.gov